



IDAHO DEPARTMENT OF HEALTH & WELFARE

DIRK KEMPTHORNE – Governor
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BUREAU OF FACILITY STANDARDS
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Dear Sir or Madam:

Thank you for your interest in residential care or assisted living. Enclosed are the materials you will need for licensing a residential care or assisted living facility:

1. Residential Care or Assisted Living Facility Application for Facility License in Idaho.
Part A and Part B.
2. Checklist for a Residential Care or Assisted Living Facility License.
3. Informational Letters.
4. Policy and Procedure Worksheets.
5. Survey and Technical Assistance Guide.

You will also need the rules for Residential Care or Assisted Living Facilities in Idaho (IDAPA 16.03.22) and Idaho Code Title 39, Chapter 33, Idaho Residential Care or Assisted Living Act. The statute may be accessed on-line at www3.state.id.us/idstat/TOC/39033KTOC.html and the rules are available at adm.idaho.gov/adminrules/rules/idapa16/0322.pdf. If you wish to receive a hard copy of the official State rules, please contact Dennis Stevenson, Administrative Rules Coordinator. His office is located at 650 West State Street, Room 100, Boise, ID 83720, or call (208) 334-3577 to request IDAPA 16.03.22, Residential Care or Assisted Living Facilities in Idaho.

Upon submission of all application materials, release of the building, and approval of your policies and procedures, a residential care or assisted living facility license will be issued for the facility. **Residents may be admitted only after the facility has been issued a license.**

If changing ownership of an existing licensed facility, be aware that licenses are non-transferable. Should you assume ownership before a new license is issued to you, the facility would be operating without a license. Operating an unlicensed residential care or assisted living facility is a violation of Idaho code, punishable by fine or jail time (see Idaho Code, Section 39-3352). **DO NOT** sign the lease/closing documents until the day the Department issues a new license for the facility.

Please frequently visit the Bureau of Facility Standards web site at www.facilitystandards.idaho.gov to obtain information on program updates and to download tools that may assist you with the operation of your facility.

If you have questions or concerns, please contact this office at (208) 334-6626.

Sincerely,

VIRGINIA LOPER, R.N.

Supervisor

Residential Community Care Program